RULES AND REGULATIONS

The University of Maryland and the Maryland Fire and Rescue Institute do not discriminate based on race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, or physical or mental disability; or based on the exercise of rights secured by the First Amendment of the United States Constitution.

The Maryland Fire and Rescue Institute will schedule education programs in the interest of all Maryland ambulance, fire, and rescue companies to the extent that Maryland Fire and Rescue Institute staff time and budget will permit.

The requirements outlined below are important factors in maintaining an effective emergency services education program in the state of Maryland. The Maryland Fire and Rescue Institute of the University of Maryland establishes the conditions of student participation. The University of Maryland and the Maryland Fire and Rescue Institute are equal opportunity institutions with respect to both education and employment.

Maryland Fire and Rescue Institute classes are also governed by the University of Maryland's sexual misconduct policy found in the UMD Sexual Misconduct Policy and Procedures, which can be accessed online at studentconduct.umd.edu/.

General Student Requirements

Mental and Physical Fitness

MFRI classes may be physically and mentally challenging. The responsibility for ensuring that a student is physically and mentally fit to perform tasks within an education program rests with the sponsoring authority. MFRI requests that any person with known conditions make this information available to the Institute at the beginning of the class so that a decision can be made regarding safe participation.

Certain classes require medical clearance for students, as described later in the section entitled "Medical Clearance Policy." Students will be notified prior to submitting their registration application if the course requires medical clearance.

Instructors shall monitor conditions that might affect the student's health and safety during the training activity and should take whatever action he or she might deem appropriate in the maintenance of health and safety.

Instructors should be notified of any condition that could affect the student's ability to perform evolutions or that could jeopardize safety. Instructors shall maintain, in strict confidence, any medical/physical condition made known to them by the student that could affect the student's health or physical well-being. For any such condition, the student may be excused from further practical evolutions as necessary until the condition is remedied. If

the student is unable to perform the skills, it is considered the same as a missed session. Students will be required to make up any skills that they are unable to complete. Students will arrange to make up any missed mandatory sessions through the Program/Regional Office sponsoring the class. These arrangements will be made via email with a copy to the Lead Instructor.

Instructors noting any condition that, in their opinion, warrants concern for the student's physical or mental well-being shall discreetly inquire as to the student's condition. With the approval from the Program/Regional Coordinator, the student shall be excused from practical skills evolutions. This will be considered a missed session. Students will arrange to make up any missed mandatory sessions through the Program/Regional Office sponsoring the class. These arrangements will be made via email with a copy to the Lead Instructor. The Student Performance Report form (previously known as Counseling form) shall be completed.

Should a student choose to rejoin the class, the student must provide documentation on departmental letterhead, from either the chief or the training officer of the student's department, stating that the student is physically and mentally fit and can resume participation. Once the student has been cleared to participate, arrangements will be made through the Program/Regional Office to make up missed sessions.

Attire

It is the student's responsibility to use good judgment in selecting attire to ensure that they project a professional image. The attire should be appropriate for both indoor and outdoor activities. Students will not wear clothing that may be offensive to other students or instructors. The instructor has the authority to make a determination that a student's attire is inappropriate. The student wearing attire that is deemed inappropriate will be required to change into clothing that is more appropriate before being allowed to continue class.

Appropriate attire for classroom purposes would be something similar to a standard station uniform consisting of golf or t-shirt, long trousers or slacks, belt, shoes and socks. Inappropriate attire would be yoga pants, stretch pants, leggings, capris, sweatpants, shorts, sleeveless tops, and bare midriffs.

The following dress code guidelines are appropriate for MFRI-sponsored classes:

- Slacks or khakis
- Jeans (newer, dress or fashion type; free of rips or tears)
- Suits or blazers
- Shirts (collared dress, polo, or t-shirts)
- Turtlenecks or sweaters
- Skirts/dresses/blouses
    - Skirts and dresses must be below the knee
    - Blouses and dresses – no backless or low-cut (blouses and dresses must have a sleeve which completely covers the shoulder)
- Dress or casual shoes (some classes may require safety shoes or a more

substantial shoe/boot)
- Management-level classes require business-type attire or departmental uniform (no t-shirts)

Items that are not appropriate for the classroom:

- Shorts including department-issued shorts
- Yoga pants, stretch pants, leggings
- Sweat pants
- Capris
- Tank tops, crop tops or sleeveless shirts
- Overalls
- T-shirts with offensive or inappropriate slogans, graphics, or language
- Flip-flops or open-toed shoes

Personal Protective Equipment

For the student's own protection, the Maryland Fire and Rescue Institute requires specific items of appropriate protective equipment to be used during practical evolutions. Students are required to wear appropriate protective clothing and equipment as noted in course instructor guides, student manuals, performance test items, or as designated by the instructor. All the equipment above must meet NFPA or other applicable standards and be in good condition.

Respiratory Protection Notice

Breathing apparatus training requires great physical effort. It can be hazardous to persons with heart or respiratory problems. Students should NOT participate unless they are sure of their physical capabilities. Students must be clean-shaven at all areas where the SCBA face piece meets the skin. All SCBA face pieces are to be clean and free from defects (e.g., "spidering," broken straps, etc.)

Compliance with applicable respiratory protection standards, including OSHA 29 CFR 1910.134, is the responsibility of the student's employer or emergency services organization.

Student Admission Requirements

- Bona fide and insured members in good standing at Maryland state, county, and municipal departments providing ambulance, fire, and rescue services, who meet the minimum admission requirements.
- Other students on a space-available basis upon payment of the registration fee for the program.

- Industrial, Department of Defense, or other agencies requesting specific programs based on a fee-for-service agreement

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Each student may be asked to produce valid membership identification. No individual under the age of 16 will be enrolled as a participant. If a student is 16 or 17, the student's parent or guardian must sign a form giving permission for the student to enroll in the class. The parental permission form is due by the first class session. This form is provided to the student during the online registration process.

All students must have their membership verified by a responsible department officer. For students using the electronic application system, verification of membership is completed by the identified department officer during the application process and is not required to be completed again.

If a student is "wait-listed", the student will need to show up for the first night of class. If there are "no-shows," the wait-listed students will be seated in accordance with their position on the wait list. Wait-listed/confirmed students who are not present at the first class will lose the opportunity to be seated in the class unless there are additional seats after the first night.

Walk-ins who are not pre-registered will not be seated.

Seminars may be subject to alternate requirements.

Students who are not members of an emergency services department must pay a non-refundable tuition fee at the first class session. Payments may be made by check or money order, made payable to the University of Maryland. Persons in this category are admitted on a space-available basis only.

Program Administration Procedures

Program Start Requirements

In general, there must be a minimum enrollment of students to start a program.

The minimum number of students required to start a program are:

- 12 students for programs offered in the Western Maryland, Upper Eastern Shore, and Lower Eastern Shore regions
- 15 students for programs offered in the North Central, North East, and Southern Maryland regions
- 10 students for Instructor Training programs and 300 – 400-level Officer classes

In most cases, the maximum number of students allowed per program are:

- 25 students for programs offered in all regions
- 15 students for Instructor Training programs

If the enrollment drops below 10 students for any program in progress, MFRI will, in most cases, cancel the course. These requirements may be waived only with the approval of the appropriate Operations Chief on a case-by-case basis.

Course Registration Process

- Classes will be advertised, and the application period will begin at least 45 days prior to the class start.
- Students may apply online at mfri.org to enroll in MFRI courses. The online application form consists of the applicant's name, birth date, Social Security number, FEMA SID number, mailing address, email address, telephone number, department affiliation, and EMS provider number and expiration date, if applicable.
- All departments that utilize the online registration system have designated training officers who can approve or disapprove the online applications for training submitted by their members.
- Applicants may cancel their application without penalty by notifying the registration center three (3) business days prior to the scheduled class start date.
- The registration center will check for any student flags and verify that the applicant meets any stated program prerequisites.
- At 20 days prior to the scheduled class start, one of the following will occur:

  - The class is cancelled or postponed.
  - The application period is extended.
  - The application period is closed.

- Students may contact the Program/Regional Office at any time to check on the status of the class or their application.
- The Program/Regional Office will notify applicants and their responsible department officer of their status prior to the class start. This email will also contain the information that the student needs to complete prior to the first class session.

Outstanding Student Account Balances

At 20 days prior to the scheduled course start, excluding courses that have been cancelled or postponed, the Program/Regional Office will identify applicants with an outstanding account balance of greater than 90 days. The Program/Regional Office will verify that the outstanding balance is valid. Applicants with confirmed outstanding balances will be notified via email and will not be admitted in the course until the balance has been paid. The outstanding balance must be paid within three business days prior to the scheduled start date or the registration application will be cancelled.

Applicants will need to provide the Program/Regional Office proof of payment to be eligible for admittance in any future course offerings.

The Student Seating and Class Start Process

The Program/Regional Office generates a priority seating list for all program applicants using established priorities. These established priorities may be applied

in whole or in part to MFRI programs:

- Member of the department/agency where the training will be held
- Member of a department in the county where the training will be held
- Member of a department in the region where the training will be held
- Member of a department in the State of Maryland
- Maryland EMS certification expiration date occurring in the immediate future
- Non-affiliated personnel on a space-available basis

The more conditions an applicant meets, the greater the chance they have of being confirmed in the course. In the event applicants qualify for an equal number of priority conditions, the date and time their application was submitted will be used to determine their position on the priority seating list.

A course waiting list will be established for courses where the total number of applicants exceeds the maximum number of students allowed. In this case, the priorities established by the registration center are still applied.

Applicants whose accounts have been flagged will automatically be given a lower priority regardless of the number of priority conditions they meet.

Any confirmed/wait-listed applicant who is not present at the designated course start time will forfeit their seat. Any confirmed applicant "no-shows" will be referred to the Program/Regional Office for follow-up action.

If confirmed applicants do not fill the class to capacity, any open seats will be filled by the next available student on the prioritized waiting list. Applicants on the prioritized waiting list who are not present at the designated course start time will not be penalized for future classes but may lose their rights to be seated in the current class

In courses with one or more textbooks, and/or one or more teaching kit books, all applicants will be required to acknowledge that they have either received a new or used textbook, teaching kit book(s), or have refused to take possession of a textbook. In courses with electronic devices, students will be required to sign whether they have taken possession of the device or refused the device. Students will be charged the replacement cost for lost or damaged electronic devices including charging cables

Course materials will only be distributed to seated applicants.

Only those students who are officially enrolled in the course may attend class sessions unless present to assist with class delivery (i.e., bringing apparatus to class, serving as a patient for EMS classes) or are authorized by the Program/Regional Office. The minimum age is 16.

Americans with Disabilities Act Accommodation Request

An individual seeking an accommodation under the Americans with Disabilities Act must make a formal request in writing, listing the specific accommodation(s) being requested

and attaching supporting documentation, no more than three (3) years old, to support the request. It is encouraged that the request is made at the beginning of each program; however, it can be made at any time. Forms are available upon request at the time of registration.

This form must be forwarded to the Program/Regional Office. The Program/Regional Office will forward the appropriate documentation to the MFRI Equity Office.

If approved, the accommodation will be valid for one (1) year.   However, the student must ask for the accommodation to be honored/applied for each MFRI course they enroll in; it is not applied automatically. The student will be responsible for contacting the Program/Regional Office and providing them with a copy of the accommodation approval letter.

Students must submit a renewal application each year.

Requests for information on reasonable accommodations under the Americans with Disabilities Act, or questions or complaints concerning the ADA or any of the other applicable federal or state laws regarding discrimination, shall be referred to the MFRI Equity Office mfri-equity@umd.edu , which will institute the proper procedures.

For additional information, contact the MFRI Equity Office at mfri-equity@umd.edu

Important FEMA/NFA Student Identification Number (SID) Information

The Institute receives federal grant funding for a selection of programs offered. Funding is contingent on students obtaining and providing a FEMA Student Identification Number (SID) number to MFRI. Therefore, all students will be required to obtain a FEMA SID number for all MFRI courses. Applications for MFRI-sponsored NFA courses that do not include a FEMA SID will not be processed.

Please note that Advanced Life Support classes do not require a FEMA SID.

How to obtain a FEMA SID number:

- Register at cdp.dhs.gov/femasid.
- Select "Register for a FEMA SID" in the center of the screen.
- Follow the instructions to create your account.
- You will receive an email with your SID. Save this number in a secure location for future use.

If you need assistance with creating your account, please email mailto:femasidhelp@cdpemail.dhs.gov or call 1- 866-291-0696. The help desk is open from 7:30 a.m. to 4:30 p.m. (CST).

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How to recover a FEMA SID number:

- If you have forgotten your SID number, go to cdp.dhs.gov/femasid and select "Forgot your FEMA SID?" Then follow the instructions.
- If, for some reason, you cannot remember your password or need to reset your password, logon to: cdp.dhs.gov/femasid

Completion

Course completion certificates and pocket cards can be downloaded electronically from the MFRI Website. Any student that does not return a textbook in a usable condition or pay for the assigned course textbook(s), including any teaching kit books, will not receive a grade for the course until the book obligation is satisfied. In addition, all electronic devices and accessories that were issued must be returned in intact/ operational condition.

Requirements for Successful Completion of Courses

Course Requirements

Students are responsible for reading the assigned text/supplementary materials and completing all assignments, skills, and testing for the course. Note-taking guides are available in Canvas to assist the student. The student must be prepared to spend time outside of class to complete course work.

Specific requirements for each course can be found in Canvas.

Students will need to have access to an electronic device with Wi-Fi capability and internet connectivity. Electronic devices will be needed to complete homework and may be needed for use during class sessions. If the student does not have access to a device, loaner devices may be available through the Program/Regional Office.

Attendance and Make-up Sessions

All class sessions are mandatory. Students are responsible for the content of all sessions and assigned work.

In the event of an emergency or unusual occurrence, students should contact their instructor as soon as possible to let them know they will not be at class. Students are responsible for contacting the Program/Regional Office via email within three (3) business days to determine what their options are for a make-up session. The email should include the session missed, the title of the session, and student's contact information. All make-ups must be approved by the Program/Regional Coordinator.

Make-up sessions may involve travel to another course location.

MFRI will make reasonable efforts to accommodate students with scheduling difficulties. Students failing to successfully complete all course requirements will be given an outcome of incomplete. The student will have until the end of the current calendar or fiscal year, whichever favors the student, to satisfy all the remaining course requirements.

The student is responsible to coordinate with the Lead Instructor to ensure that they have completed all work, assignments and skills, to proceed in the course.

Equivalency Testing

Any student who has been authorized for equivalency testing must successfully complete all required course work, including homework, projects, PTIs and all written and practical exams to receive equivalent credit for the course. The student will have until the end of the current calendar or fiscal year, whichever favors the student, to satisfy all of the course requirements. All students seeking equivalent credit are required to adhere to all MFRI policies along with any specific course requirements and prerequisites.

Student Performance Evaluation by Instructor

The instructor will use a Student Performance Report to advise a student if they are exceeding or not meeting the course expectations.

Refusal by the student to sign the performance report may result in suspension from the course. Repeated counseling for performance problems may result in a student being dismissed from the course.

Textbooks, Teaching Kit Books and Electronic Devices

The Maryland Fire and Rescue Institute will provide textbooks for use by students during MFRI classes. Textbooks may either be new or used. Students should examine the book when it is issued. If there are any problems with the textbook, it should be brought to the attention of the instructor immediately.

The students have the option of returning a usable textbook to the Institute at the conclusion of a course or reimbursing MFRI for that textbook at a reduced cost.

Textbooks that are returned to the Institute may not be marked in, highlighted, or soiled in any fashion other than normal wear and tear. These textbooks are then reissued to other students.

In some MFRI programs, there may be books issued as part of a teaching kit. These teaching kit books are shared throughout the state and cannot be purchased. All teaching kit books must be returned by the last class session. They may not be marked in, highlighted, or soiled in any fashion other than normal wear and tear.

Electronic devices and accessories may be issued in some courses. Students may not alter the device including loading personal content. If there is a problem with a MFRI-issued device, the student is responsible for contacting the Program/Regional Office via email as soon as the issue is discovered. Devices and accessories must be returned in proper operating condition, with no damage or defects.

Students who exercise their option to retest a failed examination may contact their Regional Office to obtain a loaner textbook to assist them in preparing for their retest.

Bills for the textbooks and/or electronic devices are sent from the University of Maryland Bursar's Office and payment is rendered to the University of Maryland.

If a student is more than 90 days delinquent in paying any outstanding balance, they will be suspended from taking MFRI classes until such time as payment is made and verified.

If a student is more than 120 days delinquent in paying any outstanding balance, the outstanding balance will be turned over to the State of Maryland's Central Collection Unit and the student will incur additional fees and will not be permitted to register for any MFRI class until proof of payment is made.

Textbooks, teaching kit books and electronic devices must be turned in at the last class session or the student/department will be charged, and the student's final grade will be withheld until they are returned, or payment is remitted.

No student should keep a textbook "just in case" they fail an examination.

Student Behavior and Disciplinary Procedures

Academic and Non-academic Misconduct

Students are always expected to conduct themselves in a professional manner at all times, both in and out of the classroom. Student conduct that disrupts a class or other Institute function including but not limited to harassment, intimidation, making threats, or acting violently will be considered a serious offense subject to disciplinary action and possible legal action. Furthermore, any student who undermines the integrity of a MFRI course will be subject to disciplinary action as outlined in the MFRI Academic Integrity policy.

The Maryland Fire and Rescue Institute strictly adheres to the guidelines on classroom disruption and academic integrity established by the University of Maryland's Office of Student Conduct. Copies of these guidelines are available upon request from any MFRI office or can be found online at studentconduct.umd.edu/

MFRI Instructors have full authority to discipline in the class sessions and the Institute will uphold their valid decisions.

The use of tobacco products, vaping, alcohol or illegal substances is prohibited in any MFRI class. The University of Maryland prohibits the use of tobacco products on University property including MFRI facilities.

Electronic devices, including but not limited to pagers and cell phones, will be turned off during class.

Weapons are not permitted in MFRI classes with the exception of those being carried by credentialed law enforcement personnel.

Student "No-Show/Drop-Out" Policy

A student is considered a no-show when they fail to appear at the designated class start. A student is considered a drop-out if they missed one session and did not contact the Program/Regional Office to arrange for the make-up within three (3) business days following the absence.

First Offense: Notification is sent to the chief of the department. The student's record will be flagged and the student will be given a lower priority when attempting to register for another MFRI course for a period of six months. The flag would remain until the end of the six-month period unless:

- Notification from the department is received indicating the department has handled the problem and is requesting the flag be removed, or
- The student is able to successfully complete another MFRI class of more than 12 hours.

Second Offense: Notification is sent to the chief of the department. The student's record will be flagged a second time and will receive no priority for a period of one (1) year from the time of the second infraction. This means the student is automatically moved to the end of the course priority seating list or the prioritized waiting list, or will only be seated if space is available after all walk-ins have been seated.

Third Offense: Notification is sent to the chief of the department and the student is suspended from registering for all MFRI classes for a period of one year from the time of the infraction. During the third offense, the student may not pre-register or sit for any course, seminar, or PDI without special permission from the Executive Director of MFRI.

Any identified and confirmed extenuating circumstance that causes an extended absence and prevents a student from notifying the instructor or the registration center will be handled on an individual case-by-case basis. In this instance, when a student makes contact, a counseling session must be held.

Information for Organizations Hosting MFRI Courses

Any organization that wishes to host a MFRI course must provide dedicated facilities for all class sessions. No other events should be scheduled concurrently with any class meeting day or night. This will eliminate distractions and will allow the students the maximum opportunity to learn with a minimum of interruptions. If this cannot be done, the class will be moved to a more suitable location.

The organization hosting a training session must provide a facility liaison to function between the instructor and the company. If the liaison is not enrolled in the class, they must provide the instructor with contact information and be readily available during class sessions. This liaison will assist the instructor in the coordination of activities related to the operation of the class.

The host organization will provide to all enrolled students the use of apparatus, equipment, and appliances as required for the safe operation and successful completion of the class. Tables and chairs for all students and a chalk/dry erase board of sufficient size (4 ft. x 8 ft.) will be mandatory. A projector, screen, and presentation computer may also be required. The host organization shall agree to maintain a comfortable, safe and appropriate learning environment within the classroom.

Certain MFRI courses may require the use of the internet as part of the course delivery. Classes will require a minimum internet connectivity for class sessions and testing sessions that can handle a minimum of 30 devices per class. The host organization shall notify their home Program/Regional Office if either of the following conditions apply:

- The host organization cannot provide wireless internet access to students, or
- The host organization cannot provide reliable wireless internet access to support the projected number of students in the course.

All students are expected to assist the host organization in returning the station and equipment to order upon completion of each class session.

Academic Integrity Policy

The Academic Integrity Policy defines academic dishonesty, and provides procedures for handling academic dishonesty within MFRI courses. Students must agree to and sign the Academic Integrity Policy as part of the Administrative Assignments for each course and are responsible for abiding by it throughout the course.

The complete and most recent version of this policy can be found in Canvas and on the MFRI Website .